CALIFORNIA STATE LIBRARY

LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
Final Expenditure Detail Report Instructions

This report is due on the date listed in the LSTA Award Agreement and Certification of Compliance provided with the award packet for this project. Awardees complete the Financial Expenditure Detail Report at the conclusion of their project period. The purpose of this report is to capture, detail, and describe all project expenditures.

Completing the Financial Expenditure Detail Report

All required LSTA reports will be submitted in the State Library's online grants management system, Zengine. Please visit the Manage Your Current Grant webpage to locate the Zengine portal link for your grant opportunity. In collaboration with your Project Advisor or Library Programs Consultant (LPC), complete all applicable fields in the report.

Please note: the Final Expenditure Detail Report is completed using an Excel file and then uploaded to Zengine. The Final Expenditure Detail Report Excel form can be located on the Manage Your Current Grant webpage.

Step 1
Download the Final Expenditure Detail Report form (Excel) from the Manage Your Current Grant webpage. In collaboration with the Project Advisor or LPC assigned to your project, complete the report.

Step 2
Enter a brief item/service title or name for each expenditure that was made for each budget category during the project period.

Step 3
In the description fields, please concisely describe each expenditure, demonstrating how it supported the project. For expenditures that were paid for using a combination of LSTA funds and matching funds or in-kind contributions, please distinguish between the two funding sources in the description (see sample expenditure detail report located on the Manage Your Current Grant webpage for an example).

Step 4

Enter totals for each expenditure, paying close attention to the funding source (LSTA, Cash Match or In-kind) and enter this information into the appropriate funding source field.

Step 5

Login to Zengine. You will see the final reporting area when you enter the portal. Locate and open the Final Narrative report. Towards the end of this report you will see an option to upload additional documents. Select "yes" to this question. You will then see an option to upload your Final Expenditure Detail report.

Submitting the Financial Expenditure Detail Report

After you have uploaded your Final Expenditure Detail Report in Zengine, and you have completed the Final Narrative Report, select the blue Mark Complete button. Once you select this button, your report has been submitted.

Once submitted, the Grant Monitor assigned to your project will review the report. If revisions are needed, your grant monitor notify you, providing revision details and instructions.

Upon approval, an email notification from DocuSign will be sent requesting the Authorized Representative's signature on the report forms. Please follow the DocuSign instructions to complete the electronic signature process. **The report is not considered complete until the DocuSign signature process is complete.**

Further Assistance

The Project Advisor or Library Programs Consultant assigned to your project are available to provide support to you while you complete your reports.

If you need additional assistance completing this report or for questions regarding Zengine, please contact your Grant Monitor.

If you are not sure who your Grant Monitor is, please refer to your project's award letter included in your award packet or contact LSTAGrants@library.ca.gov.